

2004 National Survey on Drug Use and Health

SHOWCARD BOOKLET

RESEARCH TRIANGLE INSTITUTE

Supervisor Contacts

FS Name..... _____

FS Number (_____) _____

RS Name _____

RS Number (_____) _____

RTI Telephone Numbers

Tech Support..... (_____) _____

Headway (_____) _____

To reach other RTI staff, call toll-free _____
then ask the operator for the employee with whom you
wish to speak.

Website Addresses

NSDUH <http://nsduhweb.rti.org>

RTI <http://www.rti.org>

SAMHSA <http://www.samhsa.gov>



DEPARTMENT OF HEALTH & HUMAN SERVICES

U.S. Public Health Service

Office of Applied Studies
Rockville, MD 20857

_____, 2004

Dear Resident:

To better serve all people across the nation, the United States Public Health Service (USPHS) is conducting a national study on health-related issues. Your household was randomly chosen along with more than 200,000 others. Research Triangle Institute (RTI) is under contract to carry out this study for the USPHS. Soon, an RTI interviewer will be in your neighborhood to give you more information.

When the interviewer arrives, please ask to see a personal identification card. An example of the ID card is shown below. The interviewer will ask you a few questions, and then may ask one or two members of your household to complete an interview. It is possible that no one from your household will be chosen to be interviewed. You may choose not to take part in this study, but no one else can take your place. **Every person who is chosen and completes the interview will receive \$30 in cash.**

All the information collected is confidential and will be used only for research purposes. This is guaranteed by federal law. This letter is addressed to "Resident" because you were selected by your address, and we do not know your name. Feel free to ask the interviewer any questions you have about the study.

Your help is very important to this study's success. Thank you for your cooperation.

Sincerely,

Assistant Project Officer, USPHS

*Image of Identification Badge
Removed*

National Field Director, RTI
(____) ____-____

Assigned Field Interviewer



Study Description

Public Health Service
Office of Applied Studies

Your address is one of several in this area randomly chosen for the 2004 National Survey on Drug Use and Health. This study, sponsored by the United States Public Health Service, collects information for research and program planning by asking about:

- tobacco, alcohol, and drug use or non-use,
- knowledge and attitudes about drugs,
- mental health, and
- other health issues.

You cannot be identified through any information you give us. Your name and address will never be connected to your answers. Also, federal law requires us to keep all of your answers confidential, and to use your answers only for research purposes (the *Confidential Information Protection and Statistical Efficiency Act of 2002*).

The screening questions take just a few minutes. If anyone is chosen, the interview will take about an hour. You can refuse to answer any questions, and you can quit at any time. **Each person who is chosen and completes the interview will receive \$30 in cash.**

If you have questions about the study, call _____, the Project Representative, at _____. If you have questions about your rights as a study participant, call _____, the representative for RTI's Office of Research Protection, at _____ (a toll-free number). You can also visit our project Website: <http://nsduhweb.rti.org/> for more information.

Thank you for your cooperation and time.

_____, M.D., Director
Office of Applied Studies
Substance Abuse and Mental Health Services Administration (SAMHSA)
U.S. Public Health Service
Department of Health and Human Services

INTRODUCTION AND INFORMED CONSENT FOR INTERVIEW RESPONDENTS AGE 18+

IF INTERVIEW RESPONDENT IS NOT SCREENING RESPONDENT,
INTRODUCE YOURSELF AND STUDY AS NECESSARY: Hello, I'm _____,
and I'm working on a nationwide study sponsored by the U.S. Public Health
Service. You should have received a letter about this study. (SHOW LEAD
LETTER, IF NECESSARY.)

READ THE BOXED INFORMATION BELOW BEFORE STARTING EVERY INTERVIEW

This year, we are interviewing about 70,000 people across the nation. You have been randomly chosen to take part. You will represent over 3,000 other people who are similar to you. You may choose not to take part in this study, but no one else can take your place. We will pay you \$30 when you finish the interview.

GIVE STUDY DESCRIPTION TO R IF YOU HAVE NOT ALREADY DONE SO.

This study asks about tobacco, alcohol, and drug use or non-use, knowledge and attitudes about drugs, mental health, and other health issues. It takes about an hour. You will answer most of the questions on the computer, so I will not see your answers. We are only interested in the combined responses from all 70,000 people, not just one person's answers. This is why we do not ask for your name and we keep your answers separate from your address. RTI may contact you by phone or mail to ask a few questions about the quality of my work. This is why we ask for your phone number and mailing address at the end of the interview.

While the interview has some personal questions, federal law keeps your answers private. We hope that protecting your privacy will help you to give accurate answers. You can quit the interview at any time and you can refuse to answer any questions.

If it is all right with you, let's get started.

(Can we find a private place to complete the interview?)

INTRODUCTION AND INFORMED CONSENT FOR INTERVIEW RESPONDENTS AGE 12-17

**FIRST, OBTAIN PERMISSION FROM THE PARENT
AND READ THE BOXED INFORMATION BELOW**

Your (AGE) year-old child has been selected to be in this study. Your child's participation is voluntary. This interview asks about tobacco, alcohol, and drug use or non-use, knowledge and attitudes about drugs, mental health, and other health related issues. All of your child's answers will be confidential and used only for research purposes. Since your child will answer most of the questions on the computer, I will never see the answers, and you are not allowed to see them either. If it is all right with you, we'll get started.

(Can we find a private place to complete the interview?)

**THEN, READ THE BOXED INFORMATION BELOW BEFORE STARTING EVERY INTERVIEW
WITH A 12-17 YEAR OLD**

This year, we are interviewing about 70,000 people across the nation. You have been randomly chosen to take part. You will represent over 1,000 young people in this country who are similar to you. You may choose not to take part in this study, but no one else can take your place. We will pay you \$30 when you finish the interview.

GIVE STUDY DESCRIPTION TO R IF YOU HAVE NOT ALREADY DONE SO.

This study asks about tobacco, alcohol, and drug use or non-use, knowledge and attitudes about drugs, mental health, and other health issues. It takes about one hour. You will answer most of the questions on the computer, so I will not see your answers. Your answers will never be seen by either your parents or your school. We are only interested in the combined responses from all 70,000 people, not just one person's answers. This is why we do not ask for your name and we keep your answers separate from your address. RTI may contact you by phone or mail to ask a few questions about the quality of my work. This is why we ask for your phone number and mailing address at the end of the interview.

While the interview has some personal questions, federal law keeps your answers private. We hope that protecting your privacy will help you to give accurate answers. You can quit the interview at any time and you can refuse to answer any questions.

If it is all right with you, let's get started.

SHOWCARD 1

- 1 MEXICAN, MEXICAN AMERICAN, MEXICANO OR CHICANO**
- 2 PUERTO RICAN**
- 3 CENTRAL OR SOUTH AMERICAN**
- 4 CUBAN OR CUBAN AMERICAN**
- 5 DOMINICAN (FROM DOMINICAN REPUBLIC)**
- 6 SPANISH (FROM SPAIN)**

SHOWCARD 2

- 1 WHITE**
- 2 BLACK OR AFRICAN AMERICAN**
- 3 AMERICAN INDIAN OR ALASKA NATIVE
(AMERICAN INDIAN INCLUDES NORTH
AMERICAN, CENTRAL AMERICAN, AND SOUTH
AMERICAN INDIANS)**
- 4 NATIVE HAWAIIAN**
- 5 OTHER PACIFIC ISLANDER**
- 6 ASIAN (INCLUDING: ASIAN INDIAN, CHINESE,
FILIPINO, JAPANESE, KOREAN, AND
VIETNAMESE)**

SHOWCARD 3

1 ASIAN INDIAN

2 CHINESE

3 FILIPINO

4 JAPANESE

5 KOREAN

6 VIETNAMESE

SHOWCARD 4

0 NEVER ATTENDED SCHOOL

PRIMARY AND SECONDARY GRADES:

- 1 1ST GRADE COMPLETED**
- 2 2ND GRADE COMPLETED**
- 3 3RD GRADE COMPLETED**
- 4 4TH GRADE COMPLETED**
- 5 5TH GRADE COMPLETED**
- 6 6TH GRADE COMPLETED**
- 7 7TH GRADE COMPLETED**
- 8 8TH GRADE COMPLETED**
- 9 9TH GRADE COMPLETED**
- 10 10TH GRADE COMPLETED**
- 11 11TH GRADE COMPLETED**
- 12 12TH GRADE COMPLETED**

COLLEGE OR UNIVERSITY:

- 13 1ST YEAR COMPLETED**
- 14 2ND YEAR COMPLETED**
- 15 3RD YEAR COMPLETED**
- 16 4TH YEAR COMPLETED**
- 17 5TH OR HIGHER YEAR COMPLETED**

SHOWCARD 5

PRIMARY AND SECONDARY GRADES:

- 1 1ST GRADE**
- 2 2ND GRADE**
- 3 3RD GRADE**
- 4 4TH GRADE**
- 5 5TH GRADE**
- 6 6TH GRADE**
- 7 7TH GRADE**
- 8 8TH GRADE**
- 9 9TH GRADE**
- 10 10TH GRADE**
- 11 11TH GRADE**
- 12 12TH GRADE**

COLLEGE OR UNIVERSITY:

- 13 1ST YEAR**
- 14 2ND YEAR**
- 15 3RD YEAR**
- 16 4TH YEAR**
- 17 5TH YEAR OR HIGHER**

SHOWCARD 6

- 0 KINDERGARTEN OR LOWER**
- 1 1ST GRADE**
- 2 2ND GRADE**
- 3 3RD GRADE**
- 4 4TH GRADE**
- 5 5TH GRADE**
- 6 6TH GRADE**
- 7 7TH GRADE**
- 8 8TH GRADE**
- 9 9TH GRADE**
- 10 10TH GRADE**
- 11 11TH GRADE**
- 12 12TH GRADE**

SHOWCARD 7

- 1 SCHOOL WAS BORING OR I DIDN'T WANT TO BE THERE**
- 2 I GOT PREGNANT / I GOT SOMEONE PREGNANT**
- 3 I GOT IN TROUBLE OR EXPELLED FOR SELLING DRUGS**
- 4 I GOT IN TROUBLE OR EXPELLED FOR USING DRUGS**
- 5 I GOT IN TROUBLE OR EXPELLED FOR SOME OTHER REASON**
- 6 I OFTEN GOT INTO TROUBLE**
- 7 I HAD TO GET A JOB (OR WORK MORE HOURS)**
- 8 I WAS GETTING BAD GRADES**
- 9 I WASN'T LEARNING ANYTHING**
- 10 I GOT MARRIED OR MOVED IN WITH MY BOY/GIRLFRIEND**
- 11 I MOVED HERE FROM ANOTHER COUNTRY AND DIDN'T ENROLL IN SCHOOL (OR DROPPED OUT OF SCHOOL) BECAUSE OF LANGUAGE OR OTHER PROBLEMS**
- 12 I WAS TREATED BADLY AT SCHOOL**
- 13 I BECAME ILL OR INJURED**
- 14 I WENT TO JAIL / PRISON**
- 15 I HAD RESPONSIBILITIES AT HOME OR PERSONAL PROBLEMS**

SHOWCARD 8

- 1 MANUFACTURING**
- 2 WHOLESALE TRADE**
- 3 RETAIL TRADE**
- 4 AGRICULTURE**
- 5 CONSTRUCTION**
- 6 SERVICE**
- 7 GOVERNMENT**

SHOWCARD 9

- 1 PRIVATE FOR-PROFIT COMPANY OR BUSINESS**
- 2 PRIVATE NOT-FOR-PROFIT COMPANY OR BUSINESS**
- 3 LOCAL GOVERNMENT (CITY, COUNTY, ETC.)**
- 4 STATE GOVERNMENT**
- 5 FEDERAL GOVERNMENT**
- 6 INTERNATIONAL OR FOREIGN GOVERNMENT**
- 7 SELF-EMPLOYED IN AN INCORPORATED BUSINESS**
- 8 SELF-EMPLOYED IN AN UNINCORPORATED BUSINESS**
- 9 WORKING WITHOUT PAY IN A FAMILY BUSINESS OR FARM**

SHOWCARD 10

- 1 ON VACATION, SICK, FURLOUGH, STRIKE, OR OTHER TEMPORARY ABSENCE**
- 2 ON LAYOFF AND NOT LOOKING FOR WORK**
- 3 ON LAYOFF AND LOOKING FOR WORK**
- 4 WAITING TO REPORT TO A NEW JOB**
- 5 SELF-EMPLOYED AND DID NOT HAVE ANY BUSINESS LAST WEEK**
- 6 GOING TO SCHOOL OR TRAINING**

SHOWCARD 11

- 1 LOOKING FOR WORK**
- 2 ON LAYOFF AND NOT LOOKING FOR WORK**
- 3 KEEPING HOUSE OR CARING FOR CHILDREN
FULL-TIME**
- 4 GOING TO SCHOOL OR TRAINING**
- 5 RETIRED**
- 6 DISABLED FOR WORK**
- 7 DIDN'T WANT A JOB**

SHOWCARD 12

- 1 LESS THAN 10 PEOPLE**
- 2 10-24 PEOPLE**
- 3 25-99 PEOPLE**
- 4 100-499 PEOPLE**
- 5 500 PEOPLE OR MORE**

SHOWCARD 13

- 1 SELF**
- 2 FATHER**
- 3 SON**
- 4 BROTHER**
- 5 HUSBAND**
- 6 UNMARRIED PARTNER**
- 7 HOUSEMATE OR ROOMMATE**
- 8 SON-IN-LAW**
- 9 GRANDSON**
- 10 FATHER-IN-LAW**
- 11 GRANDFATHER**
- 12 BOARDER OR ROOMER**
- 13 OTHER RELATIVE**
- 14 OTHER NON-RELATIVE**

SHOWCARD 14

- 1 SELF**
- 2 MOTHER**
- 3 DAUGHTER**
- 4 SISTER**
- 5 WIFE**
- 6 UNMARRIED PARTNER**
- 7 HOUSEMATE OR ROOMMATE**
- 8 DAUGHTER-IN-LAW**
- 9 GRANDDAUGHTER**
- 10 MOTHER-IN-LAW**
- 11 GRANDMOTHER**
- 12 BOARDER OR ROOMER**
- 13 OTHER RELATIVE**
- 14 OTHER NON-RELATIVE**

SHOWCARD 15

- 1 PERSON IN FAMILY WITH HEALTH INSURANCE LOST JOB OR CHANGED EMPLOYERS**
- 2 LOST MEDICAID OR MEDICAL ASSISTANCE COVERAGE BECAUSE OF NEW JOB OR INCREASE IN INCOME**
- 3 LOST MEDICAID OR MEDICAL ASSISTANCE COVERAGE FOR SOME OTHER REASON**
- 4 COST IS TOO HIGH / CAN'T AFFORD PREMIUMS**
- 5 BECAME INELIGIBLE BECAUSE OF AGE OR LEAVING SCHOOL**
- 6 EMPLOYER DOES NOT OFFER COVERAGE, OR NOT ELIGIBLE FOR COVERAGE**
- 7 GOT DIVORCED OR SEPARATED FROM PERSON WITH INSURANCE**
- 8 DEATH OF SPOUSE OR PARENT**
- 9 INSURANCE COMPANY REFUSED COVERAGE**
- 10 DON'T NEED IT**
- 11 RECEIVED MEDICAID OR MEDICAL INSURANCE ONLY WHILE PREGNANT**

SHOWCARD 16

- 1 COST IS TOO HIGH / CAN'T AFFORD PREMIUMS**
- 2 EMPLOYER DOES NOT OFFER COVERAGE, OR NOT ELIGIBLE FOR COVERAGE**
- 3 INSURANCE COMPANY REFUSED COVERAGE**
- 4 DON'T NEED IT**

SHOWCARD 17

- 1 LESS THAN \$1,000 (INCLUDING LOSS)**
- 2 \$1,000 - \$1,999**
- 3 \$2,000 - \$2,999**
- 4 \$3,000 - \$3,999**
- 5 \$4,000 - \$4,999**
- 6 \$5,000 - \$5,999**
- 7 \$6,000 - \$6,999**
- 8 \$7,000 - \$7,999**
- 9 \$8,000 - \$8,999**
- 10 \$9,000 - \$9,999**
- 11 \$10,000 - \$10,999**
- 12 \$11,000 - \$11,999**
- 13 \$12,000 - \$12,999**
- 14 \$13,000 - \$13,999**
- 15 \$14,000 - \$14,999**
- 16 \$15,000 - \$15,999**
- 17 \$16,000 - \$16,999**
- 18 \$17,000 - \$17,999**
- 19 \$18,000 - \$18,999**
- 20 \$19,000 - \$19,999**

SHOWCARD 18

- 21 \$20,000 - \$24,999**
- 22 \$25,000 - \$29,999**
- 23 \$30,000 - \$34,999**
- 24 \$35,000 - \$39,999**
- 25 \$40,000 - \$44,999**
- 26 \$45,000 - \$49,999**
- 27 \$50,000 - \$74,999**
- 28 \$75,000 - \$99,999**
- 29 \$100,000 OR MORE**

2004 National Survey on Drug Use and Health

Summary of Questionnaire

You have asked to know more about the *National Survey on Drug Use and Health* and the types of questions the interviewer will ask. Below is a summary of each section of the questionnaire for you to examine. Keep in mind that not everyone will see every question—the questions depend on the participant's own experiences. Furthermore, participants can always refuse to answer any questions during the interview.

Demographics

This section, administered by the interviewer, consists of questions about the participant such as his/her date of birth, race, educational background, and health status.

Sample Questions:

- ▶ What is the highest grade or year of school you have **completed**?
- ▶ Would you say your health in general is excellent, very good, good, fair, or poor?

Computer Practice Session

In this section, the interviewer shows the participant how to use the laptop computer and lets him/her practice using a short practice session.

Cigarettes, Alcohol and Illicit Drugs

For most of the rest of the interview, the participant answers questions by listening to the questions over the headphones and/or reading the questions on the computer screen, and then entering responses using the computer's keyboard. The participant answers these questions in private, although the interviewer is available to help with any problems using the computer. During this part of the interview, only the participant can hear and see the questions and see his/her responses.

Tobacco Products and Alcohol

These sections include questions about whether and how often participants have used cigarettes, chewing tobacco, snuff, cigars, pipe tobacco, and alcoholic beverages such as beer, wine, or liquor.

Sample Questions:

- ▶ Have you **ever** smoked part or all of a cigarette?
- ▶ How old were you the **first time** you used chewing tobacco?
- ▶ What is your **best estimate** of the number of days you drank alcohol during the past 30 days?

Illicit Drugs

The next sections ask about the participant's use or non-use of marijuana, heroin, cocaine, hallucinogens, and inhalants; and prescription pain killers, tranquilizers, stimulants, and sedatives when taken only for their effect. Questions about drug dependence and drug treatment are also included in these sections.

Sample Questions:

- ▶ Have you **ever**, even once, used marijuana or hashish?
- ▶ How much do people risk harming themselves physically and in other ways when they use **cocaine once a month**?

Adult Social Environment and Mental Health

Participants 18 and older receive questions about their social experiences such as: availability of illicit drugs, perceptions of their neighborhood, and in some cases, their experiences as a parent. Mental health questions cover such topics as depression and treatment for mental health problems.

Sample Questions:

- ▶ If a child was showing disrespect to an adult, how likely is it that people in your neighborhood would scold that child?
- ▶ During the past 12 months, was there any time when you **needed** mental health treatment or counseling for yourself but **didn't get it**?
- ▶ Have you ever in your life had a period of time lasting several days or longer when **most of the day** you felt **sad, empty or depressed**?

Youth Experiences and Mental Health

Youth aged 12-17 participating in the survey are also asked questions about their social experiences such as: perceptions about the risks of using certain drugs; whether getting drugs is difficult or easy; feelings about school and peers; and involvement in clubs, sports, and other extracurricular activities. The mental health questions cover such topics as depression and treatment for mental health problems.

Sample Questions:

- ▶ **During the past 12 months**, in how many different kinds of school-based activities, such as team sports, cheerleading, choir, band, student government, or clubs, have you participated?
- ▶ Have you ever in your life had a period of time lasting several days or longer when **most of the day** you felt **sad, empty or depressed**?
- ▶ During the past 12 months, did you receive treatment or counseling from a **private therapist, psychologist, psychiatrist, social worker, or counselor** for emotional or behavioral problems that were **not** caused by alcohol or drugs?

Health Care and Demographic Information

In this section, the laptop is handed back to the interviewer, who asks questions about education, health insurance, and family income information to help in analyzing the data. If necessary, a knowledgeable adult in the household may be asked to help participants answer some of these questions.

The answers to these questions increase the government's knowledge about health care, especially as it may relate to drug use or treatment. This information helps in planning health care services and finding ways to lower the costs of care.

Sample Questions:

- ▶ How many hours did you work **last week** at all jobs or businesses?
- ▶ **Before taxes and other deductions**, was the **total combined family** income during 2003 more or less than 20,000 dollars?
- ▶ Are you currently covered by private health insurance?

Please feel free to ask the interviewer if you have any other questions about the questionnaire.

Thank you for your cooperation and help!

Enumeration Rules

PERSONS WHO ARE NOT TO BE INCLUDED ON ROSTER:

- **Persons under the age of 12 at the time of screening (do count them in the total SDU Members number)**
- **Persons who are institutionalized at the time of screening**
- **Persons who will not live at the SDU for most of the time during the quarter**

PERSONS WHO ARE TO BE INCLUDED ON ROSTER:

- **Persons who will live at the SDU for most of the time during the quarter (provided they are 12 or older and not institutionalized at the time of screening)**

PERSONS ON ACTIVE DUTY IN THE MILITARY/ARMED FORCES:

- **Active duty personnel who live at the SDU for half or more of the quarter will be rostered, but then will be made ineligible by the iPAQ prior to selection**

KNOWN CITIZENS OF FOREIGN COUNTRIES:

- **DO NOT INCLUDE:**
 - **citizens of foreign countries living on the premises of an embassy, ministry, legation, chancellery, or consulate**
 - **citizens of foreign countries who consider themselves to be just visiting or traveling in the United States (regardless of the length of time they will be staying at the SDU)**
- **DO INCLUDE citizens of foreign countries who are not living on the premises of an embassy, ministry, etc., but who are living/studying/working in the United States and who will be living at the SDU for most of the time during the quarter.**

Steps to Maximize Data Quality

This summary is not a replacement for information contained in your FI Manual, but is a listing of some of our most crucial protocols that must be followed.
Be sure that you follow each of these at all times.

Note the FI Manual pages referenced with each key point. Keep in mind that the below protocols are not the only steps that are necessary to follow. Use your FI Manual, Field Supervisor, and project e-mails for information on additional steps to maximize data quality.

Screening

- **Use your segment maps**, and not just the address, to locate your selected DUs. [FI Manual p. 3-17]
- **Display your ID badge** when knocking on every door in your segment. [FI Manual pgs. 4-20 and 5-1]
- **Complete screenings in-person** with a resident who is 18 or older. The only exception is in the case of emancipated minors. [FI Manual p. 4-21]
- **Give a Study Description to each SR.** [FI Manual p. 4-22]
- Obtain complete and accurate screening information, **reading the screening questions verbatim to the SR** and immediately entering responses into the iPAQ. The only missing screening data should be a result of the respondent's refusal or inability to provide the information. [FI Manual p. 6-16]

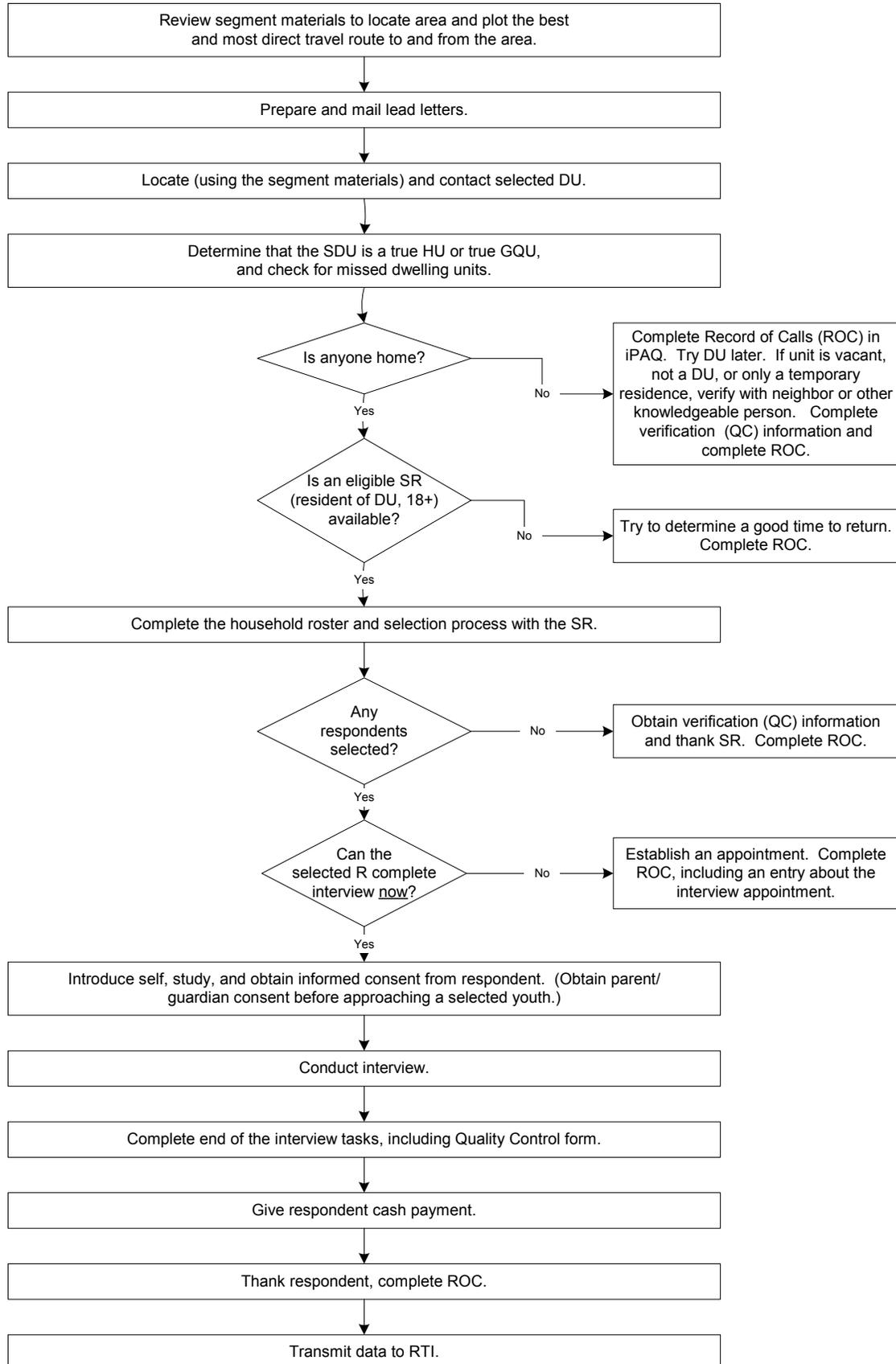
Interview

- **Read the CAI Introduction and Informed Consent from the Showcard Booklet** to the R (choosing the appropriate version based on the respondent's age) before beginning the interview. Before speaking with a selected minor, you must obtain verbal parental permission. **If the R was not the SR, give him/her a Study Description.** [FI Manual pgs. 7-22 and 7-23]
- Make it apparent that you are **completing the interview in a completely confidential and unbiased manner.** [FI Manual pgs. 2-6, 2-7 and 8-1]

Interview—continued

- To the extent possible, choose an interview location that gives the respondent privacy. [FI Manual pgs. 7-26 and 7-27]
- Do not rush the respondent. Do not tell the respondent how to make the interview go faster. [FI Manual p. 8-3]
- Use the Reference Date Calendar and read verbatim the explanation provided on the CAI screen to the R. As appropriate, remind the respondent to use the calendar as a visual aid throughout the interview. [FI Manual p. 8-14]
- Familiarize the R with the laptop and function keys by reading the provided script in the CAI Interview and allow the R to successfully complete the Computer Practice on his or her own. You must always explain, offer, AND plug in the headphones with each R. [FI Manual pgs. 8-16 and 8-17]
- Read the interview questions exactly as they appear on the screen. It is never acceptable to use your own words or 'wing it'. Do not assume you know answers from a previous conversation, question, or interview. [FI Manual p. 8-2 and 8-3]
- Hand the appropriate Showcard to the respondent when instructed to do so on the CAI screen. [FI Manual p. 8-13]
- Allow your respondents to complete the ACASI portion of the interview on their own. Never read the questions in the ACASI portion of the interview out loud to the respondent. In cases of extreme physical impairment, it may be necessary to enter the answers into the computer for the ACASI questions, but always allow the ACASI recording to 'read' the questions and answer categories via the headphones. [FI Manual pgs. 8-20 through 8-22]
- Have the respondent fill out the top portion of the Quality Control Form and allow the respondent to insert the form into the envelope and seal it. Mail the form promptly. [FI Manual pgs. 8-23 through 8-25]
- Always protect the confidentiality of your respondents. Never reveal a respondent's answers to anyone, including the respondent's family members. Resist the temptation to reveal even positive information gleaned from an interview to parents or other household members. [FI Manual pgs. 2-6 through 2-8]

Overview of the Screening Process



Screening and Interviewing Tasks

When you work out in the field you will encounter a variety of situations:

Can't screen (i.e. no one home, vacant units, SR not available, etc.)

- choose case from Select Case, tap Actions, Screen DU
- approach unit and discover you can't screen
- with codes 10, 13 and 18 you must obtain verification information
- complete ROC to document situation.

Screen only (codes 22, 26, 30)

- choose case from Select Case, tap Actions, Screen DU
- approach unit and obtain participation of eligible SR
- complete screening
- obtain verification information
- complete ROC.

Screen, then interview (31, 32 and then 70)

- choose case from Select Case, tap Actions, Screen DU
- approach unit and obtain participation of eligible SR
- complete screening
- obtain Informed Consents(s)
- prepare Gateway and enter QuestID from iPAQ
- complete interview(s) with available selected respondent(s)
- enter VerifID from Quality Control Form in CAI program in Gateway
- complete ROC(s) in iPAQ
- mail completed Quality Control Form(s) to RTI.

Screen, make appointment for interview (codes 31, 32 and then 50)

- choose case from Select Case, tap Actions, Screen DU
- approach unit and obtain participation of eligible SR
- complete screening
- complete ROC for screening
- complete ROC for appointment for each selected respondent
- prepare appointment card for each respondent.

Interview only at appointment time or other follow-up contact

- choose case from Select Case, review selections and roster
- obtain participation/informed consent of respondent
- prepare Gateway and enter QuestID from iPAQ
- complete interview(s) with respondent(s)
- enter VerifID from Quality Control Form in CAI program in Gateway
- complete ROC(s) in iPAQ
- mail completed Quality Control Form to RTI.

The Interviewing Process

Informed Consent Procedures

- **READ THE INFORMED CONSENT FOUND AT THE FRONT OF THIS BOOKLET.**
- **If the respondent is 12 - 17 years old, first obtain parental consent.**

Choose the best interview location, considering:

- **Privacy and Ethics**
- **Comfort and Safety**
- **Battery power**
- **Be flexible in choosing a location, but never compromise NSDUH protocols.**

Setting up the Computer

- **Unpack the computer and plug it in using the extension cord if needed.**
- **Press the ON button and WAIT for the computer to boot up.**
- **While waiting, make sure you have the QuestID displayed on the iPAQ, a Reference Date Calendar, your Showcard Booklet, a Quality Control Form and envelope, and an Interview Payment Receipt. Place clean headphone covers on the ear pieces.**
- **Enter your password at the prompt and begin your interview.**

Conducting the Interview

- **Be sure that you have obtained informed consent.**
- **If respondent is under the age of 12 or is active in the military, the computer will automatically complete this case. If this occurs, remember to enter a Code 79 in the iPAQ and explain the situation.**
- **Complete the Reference Date Calendar, using the script on the computer screen.**
 - **Write the 12-month and 30-day dates given to you on the computer screen in the appropriate boxes.**
 - **Circle the 12-month reference date.**
 - **Circle the 30-day reference date. Then, underline the 30 days between the circled day and the current date.**
 - **Record the Case ID # at the top of the calendar.**
- **Use the Showcards as instructed.**
- **During ACASI, be available without being intrusive. Go ahead and prepare the Quality Control Form and envelope:**
 - **Record the date and approximate interview completion time.**
 - **Legibly write your name and FI ID #.**
 - **Fill in the Case ID #, including the A or B.**
 - **Identify parent who gave consent, if interview with youth.**
- **For a youth, the Quality Control Form should be completed preferably by a parent or guardian. (Another good reason to have a parent in the house while you conduct the interview!)**
- **Enter the Verification ID and the Case ID when prompted.**
- **Complete the Interview Payment Receipt and give R the \$30 cash payment.**

The Interviewing Process (continued)

- While R/parent completes the Quality Control Form, answer the observation questions.
- The R/parent should place the Quality Control Form into the envelope and seal it.
- If R/parent refuses to complete the Quality Control Form, ask him/her to write "REFUSED" across the top. The envelope must still be mailed to RTI.

When finished with the Interview

- Pack up your equipment.
 - Gently close the screen display until you hear a click.
 - Unplug the power cord from the computer first and then unplug the power cord from wall. Wrap them up and place in carrying case.
 - Place the laptop in the case.
 - Zip up the carrying case.
 - Remember your iPAQ, this Showcard Booklet, Reference Date Calendar, and other papers.
- THANK YOUR RESPONDENT!
- Enter a Code 70 in your iPAQ.

Possible Respondent Difficulties

- Is the respondent physically or emotionally capable of participating?
 - Slow the pace of the questions to see if comprehension improves.
 - Allow adequate time to answer.
 - If respondent does not seem to understand, politely discontinue the interview and speak with your FS.
- Is the respondent intoxicated or under the influence of other drugs?
 - Attempt to schedule another time to return.
- Is the respondent blind or paralyzed?
 - Take the time to figure out if respondent can complete interview. Each interview is precious to us!
 - Only in these situations can you resort to entering the responses in the ACASI portions for your respondents. Make note of this deviation from protocol in the FI Observation questions.
- Does the respondent exhibit behaviors that suggest he or she may have difficulty reading?
 - Remember that the respondent can listen to all the questions on the headphones and answer most questions with a number.

Helpful Hints for Gathering Good I&O Data

What you record in the Industry and Occupation questions is used to classify the respondent's work by assigning two separate codes. In order for the coders to properly complete their task, you must collect and **record descriptive yet concise information**. When recording responses, keep in mind the following:

- Be sure to **list the most important information first**, as each answer field has a limit of at most 50 characters. (*This italicized text has 50 characters and spaces.*)
- Consider abbreviating when possible. Use typical abbreviations that coding staff will understand, such as dr for doctor and mgr for manager.
- Minimize the use of spaces and punctuation, as those count towards the 50 character limit.
- The coders see the recorded responses from **all** the industry and occupation questions. In other words, they have all the information gathered during this question series available as they assign both the industry and the occupation codes.
- The coders do not see any information entered in a comment field.
- When recording what a manufacturing firm **makes**, or what a wholesale or retail trade company **sells**, the answer field limit is **15 characters**.

Also consider the following helpful hints from the Data Quality staff:

Don't enter just the name of a company as the Industry—if the R volunteers the name, be sure to also include a description of the type of company. Remember that the coders do not know what every company does. Even if coders are familiar with a company name, there could be multiple industries (e.g., "Lowe's" could mean Lowe's Foods or Lowe's Home Improvement Store).

Don't use abbreviations that are not standard—deciphering abbreviations takes a lot of time and the end result may not be what you originally intended

Don't list two occupations such as "administrator" and "administrative assistant." These are different occupations and are assigned different job codes. You can help prevent doing this by listing only one occupation and listing the duties for the occupation.

Don't list a job title as the Occupation *and* the Duties (for example, manager). Try to get a specific title for the occupation, such as office manager, personnel manager, store manager, and then list the duties for that occupation. Do not give the same response for duty and occupation.

The following are examples of the types of details required for certain jobs in order to correctly assign the industry and occupation codes.

Medical Field

- **Specify the type** of medical office—doctor, dentist, pediatrician, orthopedic surgeon
- **Specify the type** of location—hospital, private doctor's office, Planned Parenthood
- **Write out the word**—orthodontist, orthopedist, podiatrist (**do not** use abbreviations such as "ortho")

Education

- **Specify the grade level**—K-5, 6-9, 10-12, college, graduate school
- **Specify the position**—Dean, Professor, Principal, Teacher, Teacher's aide, School Board member, Janitor, Cafeteria Worker
- **For coaches, specify the location**—the YMCA, a recreational center, a school

Childcare [Babysitter, Nanny, Daycare Center, etc.]

- **Specify where the service is given**—private home, someone else's home (such as a neighbor), daycare center
- **Specify the respondent's employment status**—self-employed, employee in a business
- **Specify the position**—teacher, care provider, cleaner

Government Contractors

- **Specify if the company is run by the government or is a private company**—for example, RTI is a contractor for the federal government—RTI is not a government agency

Call Centers

- **Specify the type of call center**—retail, credit card, delinquent debt, market research, non-market research (do **not** only give the company name)
- **Specify the primary purpose of the call center**—repair service center, catalog ordering center, merchandising

Manufacturing

- Be as **specific** as possible when giving the description of the product. For example, if an FI indicates the company makes "software," it is not clear whether the company develops the software for a program or if they are actually manufacturing the products holding the software (e.g., discs, CD-ROMs).

Additional examples and information on Industry and Occupation Questions can be found in your FI Manual, pages 8-18 through 8-20.

Instructions for Using the Certificate of Participation

At the end of the interview, you can give a Certificate of Participation that authenticates the respondent's participation in NSDUH. Youth and other interested respondents may use the completed certificate to verify with teachers or group leaders that they participated in NSDUH, and may then receive credit for participating in the study. Possibilities include:

- extra credit for school
- incorporating the NSDUH experience into a school project
- credit toward community service hours.

It is the respondents' responsibility to arrange to receive any possible credit. Respondents and parents must understand that:

- they are responsible for making arrangements for any credit
- their school or group may or may not give credit
- no advance arrangements have been made with any school or community group in the nation.

The certificate is worded to allow for use with respondents other than middle or high school students, such as a young adult required to perform community service or for classes beyond high school.

Upon completion of the interview, prepare the certificate by:

- filling in the date the interview was completed
- and your FI name and ID number.

To preserve confidentiality, the respondent adds his or her name at a later time.

Also provide a Question and Answer Brochure along with the certificate, as it contains additional details and includes contact information and Website addresses where interested persons can obtain additional information.

ROC Comments

ROC comments should be appropriate, non-judgmental, and:

- **Informative** -- record appointment times, best times to return, who you talked to, or if no adult was home, record which cars were in the driveway.
- **Helpful** -- note relevant information for you to use in preparing to return or when discussing the case with your supervisor. If a case gets transferred to another FI, the notes are very important to the new FI to understand what has happened.
- **Concise** -- Explain your comments directly, leaving out unnecessary words or information. Your comments must be easily understood by you, your FS, other FIs, and project managers.

Examples of good ROCs:

- CB after 7:00 pm
- 2:30 Sat appt
- W M 15ish said parents home after 8:00
- HISP F 60s send SPAN letter

PROJECT ABBREVIATIONS

R	respondent (for the interview)
SR	screening respondent
FI	field interviewer
Q&A	Q&A Brochure
DU	dwelling unit

STANDARD ABBREVIATIONS

days of the week	(with 3 letters)
F	female
M	male
B	black
W	white
HISP	Hispanic
SPAN	Spanish
INFO	information
REF	refused

SUGGESTED HELPFUL ABBREVIATIONS

CB	call back (or come back)
APPT	appointment
AM	morning
AFTRN	afternoon
PM	evening
NGHBR	neighbor
GTKPR	gatekeeper
WKND	weekend

Counting and Listing Abbreviations

<u>COLORS</u>		<u>DIRECTION/ORIENTATION</u>		<u>ARCHITECTURE/BUILDING STYLE</u>	
BG	Beige	ABV	Above	APT	Apartment
BK	Black	ACR	Across	CPCD	Cape Cod
BL	Blue	ADJ	Adjacent	CLNL	Colonial
BR	Brown	BCK	Back	CONDO	Condominium
DK	Dark	BEH	Behind	CNTP	Contemporary
GR	Gray	BTWN	Between	DBLWID	Doublewide
GN	Green	BTM	Bottom	DPX	Duplex
LT	Light	E	East	RCH	Ranch
MED	Medium	FRT	Front	RF	Roof
OR	Orange	L	Left	SPL	Split Level
PK	Pink	N	North	TRAD	Traditional
RD	Red	NE	Northeast	TRLR	Trailer
TN	Tan	NW	Northwest	TRANS	Transitional
WH	White	RE	Rear		
YL	Yellow	R	Right		
		S	South		
		SE	Southeast		
		SW	Southwest		
		W	West		
<u>ADDRESSES</u>		<u>STRUCTURE/MATERIALS</u>		<u>TYPES OF ROOFS:</u>	
ADD	Address	ALUM	Aluminum	FLT	Flat
ALY	Alley	BRK	Brick	GBL	Gable
APT	Apartment	BRNSTN	Brownstone	GMBR	Gambrel
AVE	Avenue	CDR	Cedar	HIP	Hip
BLK	Block	CBLK	Cement Block	MNSD	Mansard
BLVD	Boulevard	CEM	Cement	SHGL	Shingle
BLDG	Building	LOG	Log	SPNTL	Spanish Tile
CIR	Circle	RCK	Rock	TIN	Tin
CT	Court	SDG	Siding		
DRWR	Drawer	STN	Stone		
DR	Drive	STU	Stucco		
HWY	Highway	VNY	Vinyl		
JCT	Junction				
LN	Lane				
PKWY	Parkway				
PL	Place				
PT	Point				
PO	Post Office (Box)				
RD	Road				
RTE	Route				
ST	Street				
TER	Terrace				
WAY	Way				

Counting & Listing Abbreviations *(continued)*

OTHER/GENERAL			
ATT	Attached	GRV	Gravel
BSMT	Basement	GRND	Ground
BUS	Business	HSE	House
CPT	Carport	LG	Large
CG	Cattleguard	MBX	Mailbox
CHNLNK	Chainlink	MID	Middle
CHMY	Chimney	MI	Mile
CHUR	Church	PKT	Picket
COL	Column	PCH	Porch
COR	Corner	PVT	Private
CO	County	RR	Railroad
DB	Doorbell	RSTR	Restaurant
DRMR	Dormer	RM	Room
DBL	Double	SCRN	Screen/Screened
DRWY	Driveway	SHK	Shake
ELCMTR	Electric Motor	SHUT	Shutters
ENT	Entrance	SD	Side Door
EXT	Exit	STR	Store
EXTR	Exterior	STY	Story
FEN	Fence	TR	Trim
FLR	Floor	UC	Under Construction
FDN	Foundation	VAC	Vacant
FRM	Frame	VER	Veranda
FR	From	VEST	Vestibule
GAR	Garage	WIN	Window
GRD	Guard	WD	Wood

Adding Missed Dwelling Units

You are not required to check the entire segment for missed dwelling units. Check for missed DUs at every selected DU. (However do not ignore significant changes, such as a new development or new apartment building—call your FS.)

At a selected housing unit, look for missed dwelling units:

- **Within the structure or on the property.**

For regular housing units (houses, townhouses, trailers, cottages, duplexes), during each screening you ask the SR if there are any other units within the structure or on the property, such as a separate apartment with a separate entrance. If so, simply enter the address of the other unit(s) and proceed with screening.

For housing units in apartment and condo buildings do not ask the Missed DU question. However, if you discover a missed DU such as the rare but possible 'unit within a unit,' check with the SR and add the unit from the Select Case Screen by tapping "Actions/Add Missed DU."

- **In the geographic interval between the SDU and the next listed line.**

Check the space between the SDU and the next listed DU. Enter any discovered units using "Actions/Add Missed DUs."

If the SDU is the last one listed on a map page:

- the 'next listed line' means the next one listed on that map page, not the next one listed numerically. Check the interval between the SDU and the very first DU listed on that map page.
- check any subsequent zero map pages for missed DUs.

For group quarters structures listed by persons or beds:

- Compare the original list with the current situation. If there are more units now, call your FS who will contact RTI's Sampling Department about which missed GQUs to add.

Limits on missed DUs:

- Up to 5 units at one SDU
- Up to 10 units per segment
- iPAQ stores space for 5 added DUs per segment. If more are required, contact your FS to have 5 more lines transferred to your iPAQ.

Reconciling Missed DUs

Recording the addresses of missed DUs in the iPAQ does not automatically add them to your assignment. When ready to reconcile these missed DUs to see if they should be added, be sure that you have the handwritten List of Dwelling Units and the block maps.

You can Reconcile at three different spots in the iPAQ:

- At the end of screening if you have entered a missed DU address(es). If you don't have time or your segment materials, simply tap "No" and reconcile later.
- If you entered a missed DU address using "Actions/Add Missed DUs," you will be asked if you want to reconcile.
- From the option "Admin/Reconcile Missed DUs."

To Reconcile Missed DUs:

- Follow the instructions on the iPAQ screen carefully, making certain you refer to your segment materials as you reconcile the unit.
- Determine if the missed unit is already on the handwritten List of DUs.
- Determine if the missed unit is in the correct geographic interval.
- If the missed unit is not on the list and is in the correct interval, it will be added to your assignment.
- Complete the List of Added Dwelling Units to document the unit.
- Remember to mark the location of the missed DU on the correct Block Listing Map.

If you have any questions, exit the program and contact your FS.

In the following situations, check with your FS who will check with RTI's Sampling Department:

- more than five missed DUs are found at a specific SDU
- more than 10 missed DUs are found in a segment
- a missed HU (other than a 'unit within a unit') is discovered in an apartment or condo building
- a missed GQU is discovered within a group quarters structure
- a missed group quarters structure is discovered
- a significant listing problem is discovered.

Procedures After an Automobile Accident

Immediately After an Accident...

- Check for injuries. Life and health are more important than damage to vehicles.
- Make note of specific damages to all vehicles involved.
- Write down the names, addresses and license numbers of persons involved in the accident. Also, write a description of the other vehicles.
- Call the police, even if the accident is minor.
- Jot down names and addresses of anyone who may have witnessed the accident. This can prevent disagreement concerning how the accident actually happened.

DOs and DON'Ts

- **DO** jot down details about the accident and circumstances such as weather conditions and visibility.
- **DO** notify your FS, Headway, and your insurance agent about the accident immediately. If you are working as a traveling interviewer in a rental car, notify the car rental agency as well.
- **DO NOT** sign any document unless it is for the police or your insurance agent.

Headway Staffing Services' Accident/Injury Reporting Procedures

- In the event of an accident, the employee must contact his/her FS immediately. The employee must also contact a Headway Representative directly to report the accident within 24 hours of the injury. If you're calling after hours, leave a message.
- Employees are expected to seek treatment at an Emergency Room, Urgent Care Facility, or General Practitioner. If the employee seeks treatment elsewhere, the employee may be responsible for payment depending on the applicable state workers' compensation laws.
- Whenever possible, the employee will notify a Headway representative before seeking medical treatment.
- The employee will provide a signed written statement to Headway detailing the nature and extent of all injuries sustained at work.
- The employee is required to submit the results of all evaluations to a Headway representative, as well as any doctor's notes that prevent the employee from working, within 24 hours of any doctor's visit related to injury.
- Headway will investigate all on-the-job injuries thoroughly to determine causes and contributing factors. The employee will cooperate with the investigation of any accident he/she is involved in or witness to. Workers' Compensation fraud is a felony offense and Headway will prosecute anyone proven to be committing fraud.
- If physical therapy or surgery (in the event of a non-threatening injury) is recommended, pre-authorization must be obtained from the worker's compensation insurance carrier in order to guarantee payment of services. The physician should contact the Human Resources Department of Headway at (XXX) XXX-XXXX for approval.

Failure to comply with these policies and procedures may jeopardize your workers' compensation benefits. Please also be reminded that workers' compensation laws vary from state to state. There may be additional requirements that you must meet in compliance with your state's laws.

Refusal Reasons

Use these descriptions to help you classify refusals in the iPAQ.

1. Too busy/no time/did too many surveys already

The number one reason for refusals is lack of time.

2. Surveys/Govt. invasive/teen exposure

These people feel that the government invades their privacy too much with surveys. There may be philosophical, political, or religious reasons for not participating in surveys. Parents may be concerned about exposing their teen to the sensitive subject matter in the survey.

3. Clarify confidentiality, legitimacy, or selection

Be sure to listen carefully to what respondents are telling you—questions about the legitimacy of the survey or how the survey guarantees confidentiality can often be explained by you on the doorstep, if you understand their concern.

4. “Nothing in it for me”/uncooperative

Although rare, sometimes people will either not give a reason for their refusal or they’ll tell you that there’s no reason for them to participate.

5. Gatekeeper/Parent/HH member disallow

Sometimes you encounter a refusal situation controlled by another person besides the person selected for the interview. A spouse, parent, guardian, or another influential person in the household may refuse for the selected individual, or deny you the ability to talk directly to the selected person. Even if you are able to talk with the selected person, he or she may refuse because of the other person’s opinions.

6. Welfare or INS concern

Persons involved with various government programs may fear that you are a welfare worker or an immigration officer checking on their status.

7. Too ill/house messy/not dressed

These refusals are situational and will not generate a refusal letter. They refused because you caught them at an awkward time.

8. Need to discuss with FS

In some cases, a respondent’s refusal won’t fit any of the above categories, but you are able to gather a sense of what is preventing them from participating. With this option write a very specific note in the refusal comment section to alert your FS. Then you can talk with him/her about how best to handle the refusal.

2004 Result Codes

Pending Screening Codes		Requires FS Approval	Verification Info Required	iPAQ Auto Codes
01	No One at DU			
02	Screening Respondent Unavailable			
03	Neighbor Indicates Occupancy			
04	Physically/Mentally Incompetent			
05	Language Barrier (Spanish)			
06	Language Barrier (Other)			
07	Refusal to Screening Questions			
08	Unable to Locate SDU			
09	Other			

Final Screening Codes		Requires FS Approval	Verification Info Required	iPAQ Auto Codes
Ineligible SDUs				
10	Vacant		✓	
13	Not a Primary Residence		✓	
18	Not a Dwelling Unit		✓	
19	GQU Listed as HU			
20	HU Listed as GQU			
22	DU Contains Only Military Personnel		✓	✓
25	No Eligible SDU Members		✓	✓
26	In DU less than ½ of the Quarter		✓	✓
29	Listing Error	✓		
Screening Not Obtained				
11	No One at DU after Repeated Visits	✓		
12	SR Unavailable after Repeated Visits	✓		
14	Physically/mentally Incompetent	✓		
15	Language Barrier (Spanish)	✓		
16	Language Barrier (Other)	✓		
17	Refusal	✓		
21	Denied Access to Building/Complex	✓		
23	Other	✓		
Screening Completed				
30	No One Selected for Interview		✓	✓
31	One Selected for Interview			✓
32	Two Selected for Interview			✓

2004 Result Codes (continued)

Pending Interview Codes		Requires FS Approval	Verification Info Required	iPAQ Auto Codes
50	Appointment for Interview			
51	No One at DU			
52	Respondent Unavailable			
53	Breakoff (Partial Interview)			
54	Physically/mentally Incompetent			
55	Language Barrier (Spanish)			
56	Language Barrier (Other)			
57	Refusal (By Respondent)			
58	Parental Refusal for 12-17 Year Old			
59	Other			

Final Interview Codes		Requires FS Approval	Verification Info Required	iPAQ Auto Codes
70	Interview Complete		✓	
71	No One at Home after Repeated Visits	✓		
72	Respondent Unavailable	✓		
73	Breakoff (Partial Interview)	✓		
74	Physically/Mentally Incompetent	✓		
75	Language Barrier (Spanish)	✓		
76	Language Barrier (Other)	✓		
77	Final Refusal by Respondent	✓		
78	Parental Refusal for 12-17 Year Old	✓		
79	Other	✓		

CAI Interview Edit Checklist

DURING ACASI

- Be available to assist the respondent as needed, but be unobtrusive. Be receptive to signals that the respondent is having problems, and offer assistance.
- **Prepare the Quality Control Form:**
 - Carefully record the **Case ID** including either the **A** or **B**.
 - Make sure your **name and ID #** are printed on the form along with the **time and current date**.
 - If the respondent is a minor, indicate which **parent** (or guardian) gave permission for the interview.
- **Prepare the Interview Payment Receipt:**
 - Carefully record the **Case ID** including either the **A** or **B**.
- Enter controlled access information into the iPAQ.
- Update your iPAQ ROCs and your work plan for the day.
- Re-read portions of the FI Computer Manual or the FI Manual (remove a chapter or two at a time from the binder).
- Re-read the Job Aids in the Showcard Booklet.
- Review project materials looking for new tips to use when obtaining cooperation.

END OF THE INTERVIEW TASKS

- When prompted to do so, **carefully enter the VerifID** from the Quality Control Form.
- If the respondent is a minor, ask a parent/guardian to complete the form. If a parent is not available, it is acceptable for the youth to complete it.
- **Ask the respondent/parent to complete the same Quality Control Form**, then have the respondent/parent place it in the envelope and seal it.
- Mail the envelope promptly.
- **Pay** the respondent and **complete the Interview Payment Receipt** by **signing and dating** the prepared form. Mark the appropriate box, then give the respondent the top copy.
- Check that the Case ID is recorded in the upper right corner, and mail Reference Date Calendar and Interview Payment Receipt (FS copy) to your FS weekly.
- Pack the equipment and materials including this Showcard Booklet!
- **Thank respondent!**
- Update iPAQ Record of Calls for completed interview.

Quick Reference Guide

In the CAI Manager, if you want to:

PRESS

<u>S</u> tart an interview	[Alt] [s]
<u>C</u> ancel the start of an interview.....	[Alt] [n]
<u>R</u> esume (re-start) an interview	[Alt] [s]
<u>T</u> ransmit data to RTI.....	[Alt] [t], [y]
<u>V</u> iew e-mail messages	[Alt] [v]
<u>S</u> tart the e <u>P</u> TE Program	[Alt] [p]
List the cases by <u>D</u> escending Order (based on date).....	[Alt] [y]
List the cases in <u>A</u> scending Order (based on date).....	[Alt] [g]
<u>H</u> ide previous quarters' interviews.....	[Alt] [h]
<u>E</u> xit CAI Manager	[Alt] [x]

To begin a CAI Interview:

Enter QuestID from IPAQ for selected sample member. Double check!

In the Interview, if you need to:

<u>B</u> reak off an interview	[Alt] [f], [x]
<u>E</u> nter Don't Know.....	[F3]
<u>E</u> nter Refused	[F4]
<u>R</u> eturn to the first screen.....	[F5]
<u>R</u> eturn to the first unanswered question.....	[F6]
<u>T</u> oggle audio on/off	[F7]
<u>E</u> nter a comment	[F8]
<u>S</u> ave a comment	[Alt] [s]
<u>B</u> ack up one screen	[F9]
<u>R</u> eplay audio	[F10]
<u>E</u> dit a lengthy text field	[Ins]
<u>R</u> eturn the focus to the CAI window so the top bar is blue	[Alt] [Tab]

To suppress a Hard Error in the interview, involving two questions:

- **Read the message box carefully.**
 - If the first question listed is the one to be changed, press [Enter].
 - If the second question listed is the one to be changed, press the down arrow key to highlight the second question, then press [Enter].
 - In the rare but possible event that neither question needs to be changed and the data entered are correct, press [Tab] until the Suppress box is highlighted and then press [Enter].

To Edit a lengthy response:

- With the cursor blinking in the answer field, press the Insert key [Ins]. You can then use the arrow keys to move to the precise place within the answer field and add additional text or edit existing text.